



AFTRS Staff Exit Policy

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	AFTRS Executive
Effective Date	October 2002 Reviewed August 2011
Associated Documents	Staff Exit Survey Form

1. Policy Name

The AFTRS Staff Exit Policy.

2. Preamble – Background

This policy was developed in 2002 to formally offer staff who are leaving employment with the School the opportunity to provide information anonymously to the School's management about their experiences at, and ideas for improvement of, the School. This information has been used to make decisions including in relation to processes and capital expenditure.

3. Policy Scope

This policy applies to all AFTRS staff (ongoing, fixed term and temporary employees engaged for over 6 months).

4. Policy Statement

The AFTRS considers its staff its most valuable resource. We recognise the cost of unnecessarily losing staff in terms of financial impact, lost skills and experience, weakening of established teams and networks, reduced corporate knowledge, and often, lower staff morale.

All staff who leave the AFTRS, no matter what their reason or mode of separation, are able to provide valuable information on their experience at the AFTRS. This information will be used to improve policies, procedures and practices with the aim of improving AFTRS' performance and increasing appropriate levels of staff retention.

5. Roles

Human Resources is responsible for approaching all exiting staff to provide an opportunity for them to give feedback about their employment and reasons for leaving. This will be done in the form of completion of a survey or by interview, depending on the preference of the staff member.

Human Resources will provide regular reports to the AFTRS Executive summarising the information that has been provided and making recommendations for remedial action. No identifying information will be included.

The Director, Corporate Services is responsible for appointing an alternate manager as contact where the Human Resources Department has been intimately involved in the separation.

6. Review

This Policy will be reviewed every 5 years or more often if required.